

# COMMISSIONERS' COURT AGENDA REQUEST FORM

REQUESTS MUST BE RECEIVED NO LATER THAN 12:00 PM

ON THE TUESDAY PRIOR TO THE MONDAY MEETING.

This space for Court Clerk

AGENDA NUMBER:

REGULAR

CONSENT

35568

Entered 9/14/06 DA

INSTRUCTIONS ON THE REVERSE

## REQUESTING DEPARTMENT

Date: 9/13/06 Court Date: 9/26/06 10/10/06 Phone/Ext: 5110 Department: Sheriff / Support Sv

Description of Agenda Item: Permission to advertise for Prisoner

Transport Services.

### BUDGET RELATED INFORMATION

MUST COMPLETE FOR ALL EXPENDITURES/RFP'S

This item is part of the current budget: Yes

No

Amount Budgeted: Budgeted

(or needed)

Account Number: 351-6030

DEPARTMENT HEAD  
SIGNATURE:



## PURCHASING DEPARTMENT ACTION & COMMENTS

Enter "not to exceed" cost estimate(s) for the requested item(s):

### CHECK TWO OF THE BELOW

ADVERTISE

BIDS

AWARD

PROPOSALS

BOND REQUIRED:

ANNUAL ACTION:

AD DATES:

INS. REQ'D:

EFFECTIVE:

OPEN DATE/TIME:

Item Description for Agenda:

Remarks:

PURCHASING AGENT  
SIGNATURE:

## AUDITOR'S OFFICE ACTION & COMMENTS

### BUDGET/FUNDING VERIFICATION

BUDGETED

UNBUDGETED

FUNDS NOT AVAILABLE

FUNDS AVAILABLE

ACCOUNT NUMBER FOR AVAILABLE FUNDS

(Needed for Agenda Submission)

### BUDGET AMENDMENT REQUIRED

NON-EMERGENCY, Sec 111.011 LGC

EMERGENCY, Sec 111.010 LGC

### FUNDS TRANSFER RECOMMENDATION

AMOUNT

DEPARTMENT NAME

ACCOUNT NUMBER

\$ From

\$ From

\$ To

\$ To

Remarks:

COUNTY AUDITOR  
SIGNATURE:

## BUDGET DEPARTMENT ACTION & COMMENTS

COMMENTS RELATED TO BUDGET AMENDMENT JUSTIFICATION SUBMITTED BY DEPARTMENT

BUDGET OFFICER  
SIGNATURE:



**Terry G. Box  
Office of the Sheriff**

DATE: September 15, 2006

TO: Michalyn Rains, Purchasing

FROM: Terry G. Box, Sheriff

RE: Prisoner Transfer Contract

On August 14, 2006, Paula Smith contacted Major Palmisano concerning an extension of the Transcor contract. At that time Major Palmisano requested that this contract be re-bided as we believe there are other competitive bidders in the market.

Please contact Major Palmisano for assistance if needed.

TGB/ds

**Pam Palmisano**

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**From:** Pam Palmisano  
**Sent:** Monday, August 14, 2006 2:39 PM  
**To:** Paula Smith  
**Subject:** RE: Prisoner Transport Services/IFB No. 10003-02

*Yes go ahead and extend it 30 days, this is with Transcor correct? I would like to go out to bid on this one this year.*

*Pam Palmisano*

**Major, Support Services  
Collin County Sheriff's Office**

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**From:** Paula Smith  
**Sent:** Monday, August 14, 2006 2:30 PM  
**To:** Pam Palmisano  
**Subject:** Prisoner Transport Services/IFB No. 10003-02

Pam,

This contract expires on September 30, 2006. It slipped by me when I checked my dates. I apologize for missing it. It will be October before we can award a new contract as this one did not have any renewals. I would like to extend the current contract for 30 days and request your permission to do so. Also, I am sending the current Specifications for your department to review and advise of any changes. Please get back with me as soon as you possibly can so I can move forward on this.

Thanks!  
Paula Smith

<b>4.0 SPECIAL CONDITIONS AND SPECIFICATIONS</b>
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4.1 Authorization: By order of the Commissioners' Court of Collin County, Texas sealed bids will be received for Prisoner Transport Services.

4.2 Purpose: The intended purpose for this Invitation For Bid is to describe the minimum requirements of the Collin County Sheriff's Office for intrastate and interstate transportation services from a qualified prisoner transport firm to pick-up prisoners from any location within the continental United States, Alaska and Hawaii, provide security for these prisoners and bring them to Collin County or return them to their original pick-up location.

4.3 Term: Provide for a term contract commencing on the date of the award and continuing through and including September 30, 2006.

4.4 Funding: Funds for payment have been provided through the Collin County budget approved by the Commissioners' Court for this fiscal year only. State of Texas statutes prohibit the County from any obligation of public funds beyond the fiscal year for which a budget has been approved. Therefore, anticipated orders or other obligations that may arise past the end of

the current Collin County fiscal year shall be subject to budget approval.

4.5 Price Reduction: If during the life of the contract, the vendor's net prices to its customers for the same product(s) and/or services shall be reduced below the contracted price, it is understood and agreed that the County shall receive such price reduction.

4.6 Price Redetermination: A price redetermination may be considered by Collin County only at the twelve (12) month, twenty-four (24) month, and thirty-six (36) month anniversary date of the contract. All requests for price redetermination shall be in written form and shall include documents supporting price redetermination such as Manufacturer's direct cost, postage rates, Railroad Commission rates, Federal/State minimum wage law, Federal/State unemployment taxes, F.I.C.A, Insurance Coverage Rates, etc.. The bidder's past experience of honoring contracts at the bid price will be an important consideration in the evaluation of the lowest and best bid. Collin County reserves the right to accept or reject any/all of the price redetermination as it deems to be in the best interest of the County.

4.7 Response/Completion Time: Vendor shall pick-up and deliver prisoners to Collin County designated locations no later than fourteen (14) calendar days from the date of notification by authorized Collin County Sheriff's Office personnel, or as otherwise agreed upon by both parties.

4.8 Descriptive Literature: Each bidder is requested to submit with this bid FIVE (5) copies of descriptive literature sufficient in detail to enable an intelligent comparison of the specification of the product(s) bid. Failure to provide literature with this Invitation For Bid may result in rejection of the bid or that part of the bid.

#### 4.9 Background:

4.9.1 Prisoner transport services are currently provided by TransCor America, Inc., 646 Melrose Avenue, Nashville, Tennessee.

4.9.2 Routinely, one (1) deputy transports one (1) prisoner from anywhere within the United States, including Alaska and Hawaii. On occasion, two (2) deputies are required for high risk prisoners.

4.10 Approximate Usage: On average, Collin County arranges transport for approximately 140 prisoners annually. Approximate usage does not constitute an order, but only implies the probable quantity the County will use.

4.11 Performance Bond: A performance bond shall be provided to Collin County by the successful vendor within thirty (30) days following notification of award of the contract. Bond shall be in the amount of \$55,000.00, which is based on expenditures for fiscal year 2001.

#### 4.12 Minimum Requirements:

4.12.1 Insurance and bond requirements as stated herein.

4.12.2 Bidder shall provide with bid response an affidavit of performance showing that a minimum of one thousand (1,000) prisoners were moved by bidder during the last twelve (12) months.

4.12.3 Transport personnel qualifications: Bidder shall provide transport personnel who meet all of the following minimum qualifications:

4.12.3.1 All transport personnel shall be physically and mentally sound;

4.12.3.2 Transport personnel shall be free of any serious hearing impairment and shall have good visual capacity;

4.12.3.3 Transport personnel shall have had training and/or instruction in all of the following areas:

4.12.3.3.1 first aid, including CPR

4.12.3.3.2 public relations

4.12.3.3.3 safety

4.12.3.3.4 proper use of written report forms

4.12.3.3.5 security procedures and techniques

4.12.3.4 Vendor shall submit a letter of confirmation within ten (10) days after award certifying that it will provide a drug free work place in complete compliance with the Drug-Free Work Place Act of 1988, 28 CFR Part 67, Subpart F, and Collin County Commissioners' Court Order No. 90-455-06-11. Chemical screening will be required for all employees performing work for the County. These records will be made available for inspection upon request. Non-compliance may be grounds for removal of individual from service and/or termination of vendor's contract.

4.12.3.5 Transport personnel shall be neat and clean in attire and person, and be in uniform while on duty.

4.12.4 Vendor shall provide all necessary equipment and vehicle(s) to transport personnel which may be required in the performance of their duties. Equipment and vehicles shall be in good operating condition.

4.12.5 Vendor's vehicles shall be modified for the transportation of prisoners.

4.12.6 All reasonable precautions shall be taken for the safety and well-being of prisoners during transportation.

4.12.7 Bidder shall specify how transportation will be accomplished (van, commercial airline, double-guard, etc.).

4.12.8 Vendor shall pay the transport personnel furnished for the contract not less than minimum wage established by Federal and State laws.

4.12.9 Transport personnel shall separate male and female prisoners while being transported.

4.12.10 Vendor shall report all medical expenditures to the Collin County Sheriff's Office in detail, with documentation.

4.12.11 Vendor must feed prisoners three (3) meals per day, one of which is a hot meal, when the prisoner(s) are in custody of the vendor for more than a twenty-four (24) hour period.

4.12.12 Vendor shall be required to pay all medical costs, including transportation to and from any medical facility to the provider. The costs will be reimbursed to the vendor by Collin County provided that all medical expenses are documented with receipts.

4.12.13 All costs associated with transporting prisoners, except medical costs, shall be included in the bid price.

4.12.14 Collin County reserves the right to remove transport personnel if deemed unacceptable by Collin County Sheriff's Office.

4.12.15 Documentation: Vendor shall maintain complete and accurate records for all prisoners to substantiate services provided to Collin County, including but not limited to the following:

- 4.12.15.1 Prisoners extradition waiver forms
- 4.12.15.2 Personal property control forms
- 4.12.15.3 Medical information forms
- 4.12.15.4 Prisoner receipt forms
- 4.12.15.5 Scheduling information indicating that prisoners are always rested in detention facilities for a minimum of eight (8) hours during each twenty-four (24) hour period while being transported.
- 4.12.15.6 Meal schedules indicating that prisoners are provided three (3) meals during each twenty-four (24) hour period while being transported.